



North Carolina Department of Administration

Beverly Eaves Perdue, Governor
Britt Cobb, Secretary

Office for Historically Underutilized Businesses
Bridget L. Wall-Lennon, Asst. to the Secretary
for HUB Outreach

April 17, 2009

RE: Statewide Uniform Certification (SWUC) Program

Dear Potential SWUC Applicant:

As you are likely aware, the N. C. Department of Administration's Office for Historically Underutilized Businesses (HUB Office) has been given the authority and responsibility for developing a Statewide Uniform Certification (SWUC) Program. The SWUC Program was developed for the purposes of streamlining the certification of minority and women-owned businesses and creating a centralized HUB and minority/women database. Starting July 1, 2009, you must be certified through the HUB Office to be listed in the database to be used by local and state entities for HUB participation and reporting purposes.

Local municipalities and entities that currently administer or maintain a Minority & Women Business Enterprise (M/WBE) Program and use a database of minority and/or women vendors to set, meet and report contract goals are required to participate in the SWUC Program. The HUB Office and the local M/WBE Program Offices have worked closely together to develop the SWUC Program. In an effort to make the transition to Statewide Uniform Certification easily manageable and less cumbersome for our HUB and potential HUB firms, we will implement a Transfer of Certification process. If your firm is **currently** certified with the HUB Office, there is nothing for you to do. Your certification will automatically be transferred into the SWUC Program. When your current certification date expires, you will then request certification under the new SWUC Program.

If your firm is **not** currently certified with the HUB Office, but you are certified with a local M/WBE Program Office, we will accept your certification from that certifying entity and then transfer your certification into the SWUC Program. For your certification to be transferred from one of the local M/WBE Program Offices, you will need to register your firm in the Vendor Link NC database and request HUB Certification. Once you have registered your company in Vendor Link NC, including entering your HUB information, there will be **no further action** required by you. The HUB Office will request your documentation from the local M/WBE Office you have indicated in the registration form. Upon receipt of your documentation from the local M/WBE Office, your firm's certification will be transferred into the Statewide Uniform Certification Program. When your current certification expires, you will then request certification under the new SWUC Program.

Mailing Address:
Office for Historically Underutilized Businesses
Department of Administration
1336 Mail Service Center
Raleigh, N.C. 27699-1336

Telephone (919) 807-2330
Fax (919) 807-2335
State Courier #51-01-00

Location:
116 West Jones Street
Administration Building
Suite 2109
Raleigh, North Carolina 27603

An Equal Opportunity/Affirmative Action Employer

Easy to follow instructions for registering in Vendor Link NC and entering your HUB certification information are attached. If you have any questions or need additional assistance, feel free to contact the HUB Office at 919-807-2330 and speak with one of the Certification Specialists listed below.

Sheryl Cromedy	Business Names: A thru F Numbers & Symbols	919-807-2339	sheryl.cromedy@doa.nc.gov
Cassandra E. Herndon	Business Names: G thru N	919-807-2433	cassandra.herndon@doa.nc.gov
Grover Burthey	Business Names: P and R	919-807-2431	grover.burthey@doa.nc.gov
Lena Robertson-Ridley	Business Names: O, Q and S thru Z	919-807-2435	lena.ridley@doa.nc.gov

We are excited about the implementation of the New Statewide Uniform Certification Program. We trust that you will find this new certification program less burdensome and extremely beneficial as you continue to do business with and in the State of North Carolina.

Sincerely,



Bridget L. Wall-Lennon
Director



N.C. DEPARTMENT OF ADMINISTRATION
OFFICE FOR HISTORICALLY UNDERUTILIZED BUSINESSES (HUB OFFICE)
1336 Mail Service Center, Raleigh, NC 27699-1336 • (919) 807-2330 • Fax (919)-807-2335
Website: www.doa.nc.gov/hub • Email Address: huboffice.doa@doa.nc.gov

Transfer of Certification Instructions
New Statewide Uniform Certification Program

Please follow the instructions for registering in Vendor Link and entering HUB Certification information:

1. Go to the HUB Office website at www.doa.nc.gov/hub
2. Click **"Request HUB Certification"**
3. Click **"Vendor Registration"**
4. Click **"I Accept These Terms"** and then enter the vendor registration and HUB certification information requested. (Please be sure to read the terms before you give acceptance.)
5. Click in the drop down menu, the appropriate local M/WBE Program Offices with whom your firm is currently certified.

City of Asheville
City of Charlotte
City of Durham
City of Greenville (NC)
City of Greensboro
City of Raleigh
City of Winston-Salem
New Hanover County

6. If you are certified with more than one office, choose the local M/WBE Program Office closest to your business location.
7. In order to register in Vendor Link NC, **you must have a valid email address**. If you do not have one, there are many free email hosts (i.e. Yahoo Mail, Hotmail, Gmail, etc.). Please obtain your email address before you try to register in Vendor Link NC. This vendor registration can only be done electronically with a computer and an email address.
8. Failure to get registered in Vendor Link NC will result in the loss of your certification with the local M/WBE Program Offices after July 1st. **DO NOT LET THIS HAPPEN!**

If you have any questions, feel free to contact the HUB Office at 919-807-2330 and speak with one of the Certification Specialists or send your questions via email at HUBOFFICE.doa@doa.nc.gov.

Additionally, staff members at your local M/WBE Office are also available to answer questions and assist you with the transitioning process to Statewide Uniform Certification. You may reach the local M/WBE Offices as listed below.

MWBE Program Offices

City of Asheville
City of Charlotte
City of Durham
City of Greenville
City of Greensboro
City of Raleigh
City of Winston-Salem
New Hanover County

Contact Person

James Lee
Alban Burney
Deborah Giles
Denisha Harris
Ruth Bowden
Luther Williams
Ruben Gonzales
Lena Butler

Contact Number

828-232-4566
704-336-4178
919-560-4180 ext. 243
252-329-4862
336-373-2674
919-996-4278
336-747-7474
910-798-7190